

ROUGH DRAFT GUIDELINES

You will use class time on Oct. 20-21 to write your rough draft. If you are unable to complete your rough draft in the allotted class time or if you are absent, you will need to work on the rough draft outside of class. You will need to bring your sources and bibliography cards to class so that you can compose your rough draft. **The final draft is due at the end of class on Friday, October 28.**

Follow these directions:

- Write your rough draft on a **legal pad or notebook paper**.
- Put your full name in the upper right hand corner on the first page.
- **Double space the entire paper. In other words, skip a line between each line of writing.**
- Write on the **front side** of the paper only.
- Use blue or black ink or pencil
- Write legibly. If I cannot read it, you will not receive credit.
- Include a thesis statement in your introduction and restated in your conclusion.
- Use all five sources as you write your rough draft.
- It will be helpful if you can utilize one source for each paragraph of your paper. (This will enable you to organize your parenthetical citations more efficiently).
- Include a minimum of **ten parenthetical citations**
 - A citation is necessary after a direct quotation.
 - A citation is necessary after any paraphrased information that is not common knowledge.

All original words on the paper are to be counted. Put the numbers above each word.

- **Direct quotations are not included in your word count.**
- **Proper nouns (including titles, buildings, departments, names) count as one word.**
- **The length of the paper is to be between 500-550 words** (Quoted material is not considered in word count) written in five or more paragraphs.

Follow fundamentals of writing, including the following:

- Use formal diction and vocabulary.
 - a. No contractions.
 - b. No abbreviations (including “etc” or &).
 - c. No slang.
- Use 3rd person point of view only. **DO NOT** use I, me, we, us, my, mine, you, your).
- Do not switch tense (from past tense to present tense, for example).
- Transitions are required at the beginning of new paragraphs (for example, furthermore, on the other hand, first, next, in conclusion, moreover).
- Do not include sentences such as “This paper will be about...” or “I am writing about...”
- Avoid grammatical errors such as run-on sentences and fragments.
- Use correct spelling and punctuation.
- Use italics (underlining) and quotation marks correctly (see handout).
- Each paragraph must have a topic sentence and a concluding sentence.
- Avoid opinionated or biased statements.
- **Proofread carefully! Take the time to correct careless errors.**

The Rough Draft is worth 150 points (out of the total 450 points). Do your best!

FINAL DRAFT GUIDELINES

Now that you have your graded rough draft back, use class time today to revise and ask questions about your teacher's corrections and suggestions. **The final draft will be typed in class on Mon, 11/14-Tues, 11/15. If you will not be able to complete the final draft in those two class periods, please work on it this week or over the weekend.** You may also use the computers in the media center before or after school or during lunch. **Do not wait until the morning of the due date to type or print your paper.**

Follow these guidelines for creating the final typed copy of your research paper.

- All final drafts must be **typed**.
- Use white unlined paper.
- Use a printed font no larger than Times New Roman 12 (the font used on this page). Do not use a *scripted font*.
- Begin one inch down in the right-hand corner of your paper with your last name and page number. See example below.

Doe 1

Number all pages in this manner including the Works Cited page. Notice that no period follows the numeral.

- Leave a one-inch margin at the top, bottom, and sides of text. Word processing programs usually do this function for you.
- Double space under the page number and type (flush with the left margin) your name, teacher's name, Honors English IV and class period, and date on the next four lines. Be sure to double space each line. Follow example below.

John Doe

Mrs. D. Simpson

Honors English IV, First Period / Third Period

Nov. 16, 2016

- Double space and begin the first paragraph of the paper. Indent five spaces from the left margin for the first word in all paragraphs.
- **Double space** all typed lines. This includes all text and quotes.
- The right margin should be as even as possible, without too many hyphenated words.
- Follow fundamentals of writing (see Rough Draft Guidelines).
- Use white out to correct any last minute mistakes (don't scribble or mark things out).
- **Be especially neat. Correct all errors that you find when proofreading.**

Have your paper and all other items ready to turn in on Wednesday, Nov. 16 at the beginning of class. The following items will be placed in a large manila envelope, plastic folder with string, or accordion style folder and turned in **on Nov. 16** (Even though these items have been turned in once before and returned to you, they must be turned in once again **on Nov. 16** (along with your final draft):

- Copies of your five sources

- Bibliography cards
- Rough draft of the research paper
- Final draft of the research paper
- Final draft of Works Cited

The final draft is the most significant part of your total 450 point grade. Do not procrastinate! See me or e-mail me if you have questions or concerns.